

## WORKLOAD

### 10. WORKLOAD ESTIMATES

Workloads	Estimated Quantity	Frequency
<b>10.1.</b>		
Customer Assistance: Offer, allocate, assign houses, schedule terminations, schedule briefings, provide information, assist with various forms (AF Fms 332, AF Fms 103, etc.)	7007	Semi-Annually
Complaints/Action Lines	13	Annually
Meet w/Landlords, Tenants Off Base - Disputes	39	Annually
FH/GOQ Reports	16	Annually
Unaccompanied NPS Student Dormitory/Permanent Party Occupancy Reports	16	Annually
FMO/Furniture Plans/Issues	531	Annually
Budget/Funding Issues/BUR/POM Inputs	4	Annually
Phone Calls	504	Weekly
Fill out AF Fm 594 (BAH)	1971	Annually
Fill out AF Fm 150 (Drayage/Storage)	228	Annually
Administrative Duties: Key Control/Waiting Lists/etc.	1,995	Annually
Update Rental/Sales in Computer	482	Annually
Advance Applications (DD Form 1746)	146	Quarterly
Attend Meetings and Briefings	158	Annually
Studies and Special Tasks (HMA/FH & Dorm Master Plans)	4	Annually
Articles and Flyers	15	Annually
Permanent Party Dormitories - Out Process	1095	Annually
Permanent Party Dormitories - In Process	820	Annually
PP Dormitories - Oversee Bay Orderlies	10	Daily
PP Dormitories - Linen Issue	820	Annually
PP Dormitories - Supplies, Self Help etc.	4,827	Quarterly
PP Dormitories - Admin, Work Orders, etc.	851	Annually
FH Initial Briefings	954	Annually

KEESLER BASE OPERATING SUPPORT  
HOUSING

Workloads	Estimated Quantity	Frequency
FH Pre-Final Inspections	877	Annually
FH Final Inspections	1,017	Annually
FH Re-inspections	27	Annually
Inspect grounds of each of 1,833 housing units	1	Weekly
Fill out AF Fm 9 for projects, contracts, etc.	29	Annually
AF Form 332/Visit area for fences, storage sheds, self-help work, inspect work when completed	299	Annually
Distribute, collect and review customer surveys (2 Types: Housing Facility & Housing Assistance Survey)	40	Weekly
Administer Yard of Month Program (17 nominations)	5	Annually
Organize home buyer seminars	1	Annually
Reimbursements phone/cable	22	Annually
Assignment to RV Lot	181	Annually
BAH Recertification	1	Annually
Provide vacant housing unit lists to Grounds & Site Maintenance	2	Weekly
Provide occupancy listing to base agency	1	Quarterly

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